



CATERHAM  
SCHOOL

## Caterham School Educational Guardianship Policy

### Terms and Conditions

Caterham School does not appoint Educational Guardians on behalf of parents. It is the parent's responsibility to nominate an Educational Guardianship Organisation or a Guardian that meets all of the requirements as set out in this policy.

Following the Children Act (1989), the Protection of Children Act (1999), the Care Standards Act (2000) Caterham School, in promoting and safeguarding the welfare of every boarding pupil, **including those over the age of 18**, requires parents who do not live in the United Kingdom to appoint an Educational Guardian to act on their behalf.

The above legislation protects the rights of children and makes 'proper and appropriate care' a compulsory requirement.

During term time the School is responsible for each pupil's welfare and undertakes parentally designated responsibilities. However, there are times (e.g. exeat weekends, half-term breaks, or if a pupil is suspended or excluded by the School, etc.) when the School must be able to hand over parental responsibilities to another adult – the Educational Guardianship Organisation/Guardian appointed by the parents and approved by the School.

In the case of pupils who have been issued with a Confirmation of Acceptance for Studies (CAS) by Caterham School, the School is responsible to the UKVI (UK Visas & Immigration) at all times for the pupil during the period of duration of Child Student Visa sponsorship by the School. Parents therefore undertake to ensure that the School is at all times provided with full details and contact information (including a land line telephone number) for all periods that the pupil is not resident in School. The School is required by the UKVI to retain accurate records of the pupils' whereabouts, whether or not they are in the UK, during the period of duration of the Child Student Visa sponsorship.

For all international pupils, the School expects that parents appoint a reputable Educational Guardianship Organisation that is accredited by **AEGIS (the Association of Educational Guardians for International Pupils)**.

Caterham School is a member of AEGIS. AEGIS is a national body for monitoring and regulating the welfare of international pupils and provides accreditation of Educational Guardianship Organisations in line with the National Minimum Standards for Boarding. **Contact details for AEGIS are as follows:**

**AEGIS**

***<http://www.aegisuk.net/>***

***Tel: +44 (0) 1453 821293***

***[info@aegisuk.net](mailto:info@aegisuk.net)***

If an alternative Educational Guardian is nominated by the parents then the nominated Educational Guardian must fully meet **all of the School's requirements** including the following:

- Be over 25 years of age.
- Reside in the United Kingdom **at all times**. This is to ensure that each pupil has an Educational Guardian who is able to fulfil the requirements.
- Reside in the United Kingdom within 2 hours' travelling distance from the School by either car or public transport.
- Be a 24 hour point of contact for parents, pupil and the School.
- Act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents.
- Provide both pastoral and educational support.
- Make appropriate arrangements for any medical treatment whilst the pupil is under their care.
- Liaise with the School over holiday and exeat weekend arrangements, including informing the School about the details of travel arrangements made for a pupil leaving the School for an exeat weekend or a longer holiday period, in addition to making these arrangements where the parents have not already done so. The School must know the exact details of the pupil's accommodation and methods of transportation, which should be appropriate depending on the age of the pupil.
- Provide appropriate overnight accommodation and care as set out in the Caterham School 'Boarding Policy for Leave Arrangements that Involve an Overnight Stay away from the School'.
- Make the School aware in advance of any periods when the Educational Guardian is unable to fulfil the requirements of the role due to other commitments. In this situation the Educational Guardian must provide the school with the details of a substitute who is able to take on the Educational Guardian's responsibilities temporarily, including photographic ID and proof of address. The substitute should meet all of the requirements for Educational Guardians outlined above. The Educational Guardian should also ensure that parents are aware of and consent to the temporary arrangement.

Educational Guardians should also respect the rights, religion and customs of a child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international pupils. This includes having in place a proper agreement with the pupil's parents as to what the Educational Guardian's responsibilities are.

If Parents do not appoint an AEGIS accredited Educational Guardianship Organisation it is their responsibility to check that the Educational Guardian is suitable and that adequate safeguarding measures have been taken.

### **National Minimum Standards for Boarding 2022, Standard 22 – Educational Guardians**

As per NMS 2022, Standard 22, the School will take appropriate steps to ensure that the guardianship arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder.

**If the School has any concerns about an educational guardianship arrangement they will be acted upon immediately and referred to relevant agencies.**

If, at any time, the nominated Educational Guardian does not meet the School's requirements the School will require the parents to appoint an AEGIS accredited Educational Guardianship Organisation to make adequate educational guardianship arrangements.

If, at any time, the School considers the educational guardianship arrangements to be unsatisfactory then the School reserves the right to exclude the pupil until appropriate educational guardianship arrangements have been made.

The Educational Guardianship Nomination form should be read carefully and signed by the parent(s). Once the School has received the signed Educational Guardianship Nomination form and has approved that the nominated Educational Guardian fully meets the requirements set out in the School's Educational Guardianship Policy the Educational Guardianship Agreement form will be sent to the nominated Educational Guardianship Organisation/Guardian for signature. The Educational Guardianship Agreement form should be read carefully and signed by the nominated Educational Guardianship Organisation/Guardian.